

MINUTES of the **Promotions Committee** Meeting held on Thursday 21 February 2019 at 10:00 a.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor P L G Skea; together with Councillors J A Bassett, J P Cooper (arrived at 10.08 a.m., during Item PR/2019/002), J R Gibbs, D A Henderson and A M Kerridge.

IN ATTENDANCE: Mr P Martin (Executive Support Officer), Mrs W Wright (Information Officer) and Miss L Hancock (Executive Assistant).

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES: There were no announcements and apologies had been received from Councillor K J Phillips.

		Action	Date
PR/2019/001	<p>Declarations of Interest</p> <p>Councillors D A Henderson and P L G Skea declared their interest in relation to item PR/2019/008 as they are both Committee Members on the Bodmin Riding & Heritage Committee.</p>		
PR/2019/002	<p>PUBLIC REPRESENTATION SESSION</p> <p>Mrs H Irwin was in attendance and advised that she would shortly be returning to the Bodmin & Wenford Railway following her Maternity Leave. She advised the committee that there is a new Commercial Manager at the Railway, named Steve Apland, who will act as the first point of contact and she informed that Chris Hatten is now responsible for all operations at the Railway.</p> <p>Mrs Irwin also wished to address the committee in her capacity as Vice Chair of the Bodmin Riding & Heritage Festival Committee. She reported that the committee is progressing plans for the event and working together well, they have received a good response and level of commitment from organisations who wish to participate in the event. Final proposals for the use of Council land and property will be submitted to BTC shortly.</p> <p>She also raised the following questions and asked if responses could be forwarded to her in due course:</p> <ul style="list-style-type: none"> ▪ What is the deadline for submitting a formal request for funding from the Council? ▪ What is the process to obtain permission for use of the Bar in the Shire House Suite in relation to licencing etc? ▪ How would we go about inviting the Mayor, Town Crier, Mace Bearers and Councillors to participate in the events on Sunday? <p>Councillor J P Cooper advised that he had contacted Ms N Hammond from Idenna Creative Agency who had been extremely helpful with the promotion of the Remembrance 100 events in Bodmin. She had confirmed that she would be happy to assist with promotional material for the Bodmin Riding & Heritage Festival.</p> <p>The ESO advised that BTC holds a Supervisor Licence for the Bar in the Shire House Suite but a representative of the Bodmin Riding &</p>		

	<p>Heritage Festival Committee would need to obtain a one day Temporary Event Notice and the associated conditions would need to be met.</p> <p>The Executive Assistant advised that she would be pleased to liaise with the Mayor, Town Crier, Mace Bearers and Councillors, once correspondence is received from the event organisers providing details of the event i.e. timings, locations and any other relevant information.</p> <p>Councillor J A Bassett congratulated the Bodmin Riding & Heritage Festival Committee on an exciting presentation they had made to the Bodmin Chamber of Commerce at its recent meeting.</p> <p>Councillor A M Kerridge was delighted that the Committee had made such good progress. She also advised that she had a number of old programmes and photographs, which she had collected over the years from previous Heritage events, and would be happy to loan them if it would help.</p> <p>The Committee then resolved to change the order of business by moving forward Item PR/2019/004(a) to allow Sarah Horne to address the Committee regarding the Terracycle scheme.</p>		
PR/2019/003	<p>Minutes of the Promotions Committee Meeting held on Thursday 6 December 2018</p> <p>Copies of these Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.</p>		
PR/2019/004	<p>Correspondence:</p> <p>a) Email from BlueTits requesting Bodmin Town Council support to establish a Bodmin collection point for TerraCycle scheme</p> <p>This item of correspondence had been circulated with the agenda for information.</p> <p>Ms S Horne advised that the Terracycle Scheme is a fantastic scheme whereby materials and items which are not usually accepted under the kerbside recycling scheme can be collected at local centres for recycling.</p> <p>She advised that further to her original email she had amended the suggested collection types to the following items:</p> <ul style="list-style-type: none"> ▪ Crisp packets; ▪ Biscuit/cracker packets; and ▪ Pet food pouches. <p>Having explored the options more closely she had found that the personal products collection was too brand specific and that the oral care products were already being collected by St Petroc's School which is in close proximity.</p> <p>Ms Horne suggested that the recycling bins could be located in the Shire Hall foyer area and confirmed that she would liaise with the Information</p>		

	<p>Officer to provide details of the exact dimensions of the collection bins as and when they are accepted by the scheme. She considered that participating in this scheme would be extremely good publicity for BTC and may also increase the numbers of visitors to the Shire Hall. She added that the Tetrapak recycling scheme currently in operation at the Old Library had been extremely successful to date.</p> <p>Councillor D A Henderson was extremely supportive of the proposal and considered that it would link with the Council's aspirations in terms of a new Plastic Free Policy which is currently being explored by Councillor L F Sanders.</p> <p>Ms Horne commented that time is of the essence as there is a high demand for the Terracycle scheme and as such, only a restricted number of bins are allocated within one area, therefore if another organisation within the local area submits a request, the opportunity may be missed for the Shire Hall.</p> <p>Councillor J A Bassett commended Ms Horne and the BlueTiTs for all their hard work and commitment to improving the town.</p> <p>Councillor J P Cooper proposed a vote of thanks from the Council be recorded in the minutes.</p> <p>Following discussion, it was AGREED to RECOMMEND that the Council support the proposal to locate three Terracycle recycling bins in an appropriate location (as agreed with the Information Officer) within the Shire Hall.</p> <p>It was also AGREED that the ESO is to look at the Terms of Reference and delegated powers for the Promotions Committee with a view to recommending changes that would enable it to make decisions within a short timeframe.</p> <p>It was AGREED to return to agenda item PR/2019/003 and continue with the order of business itemised on the agenda.</p> <p>b) Email from Bodmin Town Museum regarding proposed new souvenirs</p> <p>The redacted copy of the email had been circulated with the agenda for information.</p> <p>Councillor A M Kerridge advised that Cornwall Council permit the use of their logo for non commercial events and therefore she was supportive of the request from Bodmin Town Museum to use the BTC logo for souvenir items.</p> <p>Following discussion, it was AGREED to RECOMMEND that the Council grants permission to Bodmin Town Museum to use the town crest for souvenir items.</p> <p>c) Any other important item of correspondence which the Chairman considers appropriate</p>		
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	There were no further items of correspondence for consideration.		
PR/2019/005	<p>Bodmin Information Centre – Information Officer report</p> <p>The Information Officer reported that the figures for the November to January quarter were very pleasing as typically this quarter is the quietest of the year and all the figures are up on last year. She considered that the increase in winter visitors was likely to be a reflection of exceptional weather conditions enjoyed in recent months and the currency exchange rates being very favourable.</p> <p>The Chairman enquired whether the Shire Hall Team had observed an increase in the number of cyclists visiting the town. The Information Officer confirmed that they had noticed a marked increase in the number of cyclists around the town and the usage of the cycle parks within the town. She also advised that they were receiving many more enquiries regarding the Lanhydrock and Cardinham cycle trails.</p>		
PR/2019/006	<p>Website, to include:</p> <p>a. Update from Information Officer regarding population of new website – The Information Officer reported that the new website is progressing very well and that she, the Senior Admin Assistant and the Mayor’s Secretary were all working hard to populate all areas of the website with the relevant information. She added that it had been a real learning curve but it was hoped that the website would go live soon.</p> <p>Councillor J A Bassett queried whether there would be an opportunity for Members to see a mock up of the new website.</p> <p>The Executive Assistant confirmed that an email had been circulated to all Members, on three separate occasions, which included a link to a read only version of the new website. The email had also requested that comments and feedback be provided.</p> <p>b. To agree a meeting time / date for the Website Working Party – Following discussion, it was AGREED that the next meeting of the Website Working Party would take place on Wednesday 6 March 2019 at 11.00 a.m. in the Shire House Suite and an email would be circulated to all Members of the Working Party to make them aware.</p>		
PR/2019/007	<p>BTC Community Engagement Strategy</p> <p>Copies of the Community Engagement Strategy were circulated to the committee.</p> <p>Councillor D A Henderson commented that in her opinion, BTC were good at engaging with the local community and that by updating this policy, it would enable BTC to satisfy some of the requirements of the Local Council Award Scheme.</p> <p>Following discussion, it was AGREED to DEFER the Community Engagement Strategy to the next Promotions Committee Meeting on 11</p>		

	April 2019 and that in the meantime, Councillor Henderson would prepare a series of revisions to update the document.		
PR/2019/008	<p>Bodmin Riding & Heritage Festival Committee – Minutes from meeting held on 9 January 2019</p> <p>The Minutes of the Bodmin Riding & Heritage Festival Committee had been circulated with the agenda for information and were noted.</p>		
PR/2019/009	<p>Bodmin Joint St Piran Committee, to include:</p> <p>a. Update from Executive Support Officer</p> <p>The ESO reported that there is a feeling that Bodmin has less interest to the local press and media and the Committee would like to see more support from the local press.</p> <p>The ESO advised that the format of the event is the same as in previous years and approximately 410 children are expected to participate in the event. As before, the Town Clerk is organising a supply of bottled water for the day for the children's lunches. Some discussion then ensued regarding avoiding the use of plastic bottles where possible in the future.</p> <p>The ESO added that the road closure for Fore Street is approved and in place. The Parks Team have erected the bunting and advance notices of the road closure have been displayed, letters have been prepared for distribution to local businesses regarding the road closure and notices will be placed on street light posts.</p> <p>The ESO also noted the following points relating to the event:</p> <ul style="list-style-type: none"> ▪ Hand held flags have been purchased and numbers have been increased by 100 as they were considered popular last year; ▪ The Council are requested to look and consider available funding to ensure the continuation of the event; ▪ The waste collection service has been informed of the event as there is a collection of garden waste collection on that day which may need to be rescheduled; and ▪ The Council has provided 60 photocopies of the hymn sheets and a small number of vehicles passes for the duration of the event on the day. <p>Councillor A M Kerridge commented that the St Piran's Joint Committee were carrying on with this tradition very successfully and the event was well supported in recent years.</p> <p>b. To note publication of the Intention notice for road closures relating to this event. Intention notice can be seen online at: https://apps.roadworks.org/downloads/tm/event-intention-notice-112573459-3139933.pdf</p> <p>The above Intention Notice was noted.</p>		

PR/2019/010	<p>Bodmin Christmas Lights Committee – Report from the Chair and Secretary following the 2018 event</p> <p>A copy of this report had been circulated with the agenda and was noted for information.</p> <p>The Chairman congratulated the committee on a fantastic community event on the Bodmin Lights Up and offered his personal thanks from the Promotions Committee to all involved on the night and with the preparations prior to the event.</p>		
PR/2019/011	<p>Any other urgent and relevant item, for information, that the Chairman considers appropriate</p> <p>There being no further business the meeting closed at 11.15 a.m.</p>		